

FOREWORD

This manual has been developed to guide all NOAA employees in preventing work related injuries and illnesses. These rules shall not be considered to be all inclusive but rather a set of fundamentals followed throughout the federal government as the foundation for accident prevention.

Specific subjects within this manual may be addressed under separate policies or procedures which may contain more stringent requirements.

Issues regarding clarification, definition, or applicability of these rules will be referred to the Chief, Safety Division and ECS Work group for resolution.

Each NOAA employee shall have a copy of this manual available and will be familiar with its contents.

Rules in this manual shall be observed in all situations to which they apply, without regard for the section where they appear.

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SUMMARY of RESPONSIBILITY

While it is NOAA's responsibility to provide a workplace as free from recognized hazards as possible, **it is the employees' responsibility to adhere to established safety rules. Each employee must realize his/her own responsibility for safety and for the safety of others.**

Horseplay, wrestling and practical joke playing will not be tolerated.

Use approved safe work practices - when in doubt, look it up.

Know the safety rules. Most are common sense.

The NOAA person in charge of assigning work has total responsibility to review the safety rules and safe work practices with employees and ensure that everyone understands them.

Employees shall immediately report to their nearest supervisor or person in charge of any line, apparatus or tool or other condition which, in their judgment, may be dangerous either to persons or property.

When contractors or employees of other agencies are working on NOAA property, the person directing the work is responsible for ensuring that NOAA safety rules are obeyed. (This must be reflected in contractual language)

Section 1

GENERAL RULES

101 APPLICATION

- a) The supervisor (or person in charge of the work) shall be responsible for the general safety of the work area and will be held accountable for such conditions in all accidents, unless an investigation shows conditions were beyond his/her control. The supervisor or person in charge shall issue detailed instructions to the employee pertaining to his/her work, including precautions and regulations necessary to ensure employee safety. The supervisor or person in charge shall satisfy himself/herself that the employees who are assigned to the particular work are qualified to perform such work in a safe and efficient manner.
- b) It is the duty of the supervisor or person in charge of the work to adhere to and enforce all safety rules; insist upon proper use and maintenance of all tooling, vehicles, and protective devices; periodic checks of equipment used by employees to ensure proper and safe operation of said equipment.
- c) Every employee shall carefully study (not merely read) safety rules applicable to his/her duties. Compliance with these safety rules is mandatory and is considered a condition for employment for all NOAA employees.
- d) If an employee is not properly protected and is called upon to perform work considered hazardous, he/she shall bring the matter to the attention of his/her supervisor or person in charge of the work before starting the job. If questions arise, final interpretation

rests with the supervisor.

102 EMPLOYEE'S RESPONSIBILITY FOR SAFETY

- a) Before beginning a job, every employee shall be satisfied that the task can be performed safely.
- b) Before starting a job, each employee shall thoroughly understand the work to be done, his/her part in the work and the safety rules which apply.
- c) These rules represent minimum requirements and are only intended to cover average conditions. Employees shall use good judgment in dealing with conditions not covered in these rules.
- d) Employees will verify that tools, safety devices, and protective equipment used by them shall be in proper condition and working order. If this cannot be made by the employee, the supervisor shall make that determination.

103 REPORTING EMPLOYEE INJURIES

- a) All injuries shall be reported immediately to the supervisor, properly treated, and an Office of Workers Compensation Programs report completed by the injured. (Forms CA-1 or CA-2) The originals are sent to the DoC vendor and copies sent to the RSM's.
- b) All medical injuries (injuries treated by a physician) shall be investigated thoroughly by the supervisor, with help from local or Regional Safety Managers. Report of Accident/Illness Safety and Health Management Information (CD-137) shall be completed within 2 work days and forwarded to the RSM's.

104 REPORTING GOVERNMENT VEHICLE ACCIDENTS

- a) The driver shall verbally report every accident involving a vehicle in their possession to his/her immediate Supervisor *as soon as possible* after the accident. The driver shall also complete SF-91 (motor vehicle accident report form). Additional reports shall be made to the police or state authority as required.
- b) The driver shall not discuss or argue the causes or results of an accident with other parties but shall obtain all pertinent facts and information. He/She shall answer questions when asked by proper authority but under no circumstances shall he/she admit fault or negligence or sign any statement for anyone except proper representatives of NOAA.
- c) Should the other driver demand immediate action, he/she shall be referred to the employee's supervisor.
- d) The driver, when involved in an accident, shall stop and give his/her name and address, and the employer's name and address. He/She shall also obtain the name and address of others involved in the accident and of witnesses to the accident (this is very important). The driver shall also note position of vehicle after the collision in reference to edge of road, sidewalk line, center of intersection, etc.

- e) If any person is injured as the result of a vehicle accident, the driver shall contact or have someone else contact emergency services.

105 REPORTING HAZARDOUS CONDITIONS/EMERGENCIES

- a) When an employee observes a condition that may cause injury or property damage or interfere with production, regardless of the department in which the condition exists, he/she shall report it promptly to a proper authority and, when appropriate, make it safe or remain in the area to warn other employees.
- b) An employee who observes an imminent danger condition shall immediately report it to the Safety Office. Employees who observe an unsafe act by another employee, shall counsel the employee that their actions may lead to an injury.

106 TAKING CHANCES

- a) Before commencing any work that may be hazardous, care shall be taken to establish a safe procedure. Where more than one employee is engaged in the same job, all employees concerned shall understand the procedures to be followed. **Under no circumstances shall safety be sacrificed to save time.**
- b) Employees shall always place themselves in a safe and secure position. Care exercised by others shall not be relied upon for one's own protection.

107 PRACTICAL JOKES

- a) Employees shall not engage in practical jokes or horseplay.

108 MACHINE GUARDS

- a) No guard shall be removed from any machine or piece of equipment except by authorized persons to perform required maintenance.
- b) Guards removed to perform maintenance operations shall be replaced immediately and the machine shall not be operated while guards are removed.

109 PROTECTION AGAINST FALLS FROM ELEVATIONS

- a) When working at elevated locations more than six feet (6') above floor or ground level, approved body belts or harnesses with safety straps, lanyards, or lifelines shall be worn if no other fall protection has been provided.
- b) Workers shall connect or belt onto firmly secured devices only. Workers shall not connect or belt onto surge (lightning) arresters, apparatus (switch and bus supports) insulators, coupling capacitors or other potentially injury-causing devices.

- c) Fall protection devices on fixed ladders, where provided, shall be utilized.
- d) Shock absorbing lifelines and/or lanyards, when subjected to actual in-service loading, must be immediately discarded.
- e) Body belts, safety straps, lanyards, lifelines, and safety harnesses shall be inspected by the user before each use to determine that the equipment is in safe working condition. All equipment shall be protected against cuts or abrasions while not in use.

110 WARNINGS

Warning signs, notifications and alarms shall be heeded. Employees not required to be near potentially dangerous places shall keep away from them.

111 HOUSEKEEPING

Work locations, vehicles, and both the inside and outside of buildings shall be kept clean and orderly at all times.

- a) Combustible materials, such as oil-soaked rags, waste and shavings, shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practical.
- b) Flammable liquids such as gasoline, lacquer thinner, etc. shall not be used for cleaning purposes.
- c) Gasoline, lacquer thinner, and other solvents of this class shall be handled and dispensed only in Underwriter's Laboratories approved, properly labeled containers.
- d) Permanent floors and platforms shall be maintained reasonably free from oil, grease, or water.
- e) Stairways, aisles, permanent roadways, walkways and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions and debris.
- f) Materials and supplies shall be stored in an orderly manner so as to prevent their falling or spreading and to eliminate tripping and stumbling hazards.

112 SMOKING

Smoking is not allowed in any inside building areas. Smokers should not smoke in the immediate area of exits or building air vents. Smoking or open flames are not permitted in areas where dangerous gases might be present, or where quantities of combustible materials are kept.

113 FIRE PROTECTION

It is NOAA policy that employees are not expected to use fire fighting equipment, unless otherwise trained, such as in shipboard or airplane use.

- a) Fire protection equipment shall be properly located in designated areas at all times. Except for actual use, employees shall not move or remove such equipment without proper authority. Fire hose shall be used only for its intended purpose.
- b) Employees shall know both the location and the operation of all fire protection equipment in the vicinity of their work area.
- c) Fire hoses or nozzles shall not be removed from fixed stations, except for replacement, testing, or maintenance.
- d) Access to fire equipment such as sprinkler manifolds, hose reels and extinguishers shall not be blocked.
- e) Do not remove fire protection systems, such as sprinklers, from service unless directed by an authorized official.
- f) Employees who are trained and expected to fight fires shall know the classes of fire, their burning characteristics and the proper extinguishing agent to be used.

(Class "A" fires involve normal combustibles such as wood and paper. Extinguishing agents are water, and multipurpose dry chemical.)

(Class "B" fires involve oils and flammable liquids. Extinguishing agents include CO₂ and dry chemical.)

(Class "C" fires involve electrical equipment. Extinguishing agents include CO₂ and dry chemical.)

(Halon substitutes, such as Inergen are gaseous extinguishing agents suitable for combating all classes of fires, especially electrical/electronic.)

- g) Employees shall not enter confined spaces after using CO₂ or Halon extinguishers until the area has been thoroughly ventilated.
- h) A fire extinguisher which has been used must not be hung back on its hanger until it has been fully recharged.
- i) Report to your supervisor any extinguishers that have been used so that the extinguisher may be recharged.
- j) Keep fire doors of stairwells closed at all times. No fire doors shall be blocked or modified to hinder their operating during a fire.
- k) Fire extinguishers shall be secured at all times (not free standing).
- l) All employees will report any evidence of fire hazards and familiarize themselves with the location and proper use of fire hoses and fire extinguishers assigned to their departments.

114 CLOTHING/GROOMING and WEARING OF JEWELRY

Employees who work with machinery or hazardous materials should use discretion in the wearing of certain clothing made of highly flammable synthetic fibers.

- a) Clothing worn by employees shall be suitable for the work they have to perform.
- b) A shirt or jacket with full length sleeves rolled down or rubber sleeves shall be worn while working on or near energized conductors, electrically energized equipment, or in manholes/vaults.
- c) Loose clothing, chain jewelry, ties, etc., shall not be worn while operating or working near rotating machinery.
- d) Employees shall wear work gloves suitable for the work being performed.
- e) Employees exposed to rotating tools or machinery and/or spark or open flames, shall confine long hair so as not to be exposed to danger.
- f) Workers in the warehouses shall wear approved safety shoes provided by NOAA, suitable for the work performed while exposed to foot hazards.
- g) Safety toe shoes with metatarsal protection or attached foot guards shall be worn when handling very heavy objects.
- h) Workers using negative and positive pressure respirators shall be clean shaven in the area of the face mask seal.
- J) Maintenance, electrical and machine shop workers who use tools and equipment shall not wear any hand jewelry, including rings and watches, which may cause amputations.

115 EYE PROTECTION

- a) Industrial safety glasses with side shields are required to be worn in designated and posted eye protection areas and while performing sight hazardous jobs.
- b) In addition to safety glasses, face shields or monogoggles are required during work activities that present an increased potential for eye and face injury such as:
 - 1) grinding operations including use of wire wheels
 - 2) gas welding, burning, or cutting (tinted shields)
 - 3) drilling or sawing overhead objects
 - 4) foundry work
- c) In addition to safety glasses, monogoggles are required during the following work activities:
 - 1) When working in obviously dusty conditions.
 - 2) Chipping or breaking concrete, stone, brick or pavement requires either a face shield or monogoggles in addition to safety glasses.
- d) When handling acids, caustics, or other harmful liquid chemicals, use chemical goggles in conjunction with a face shield.

- e) Do not wear defective protective devices.
- f) Minimum requirements for eye protection are outlined in paragraphs a) through c) and the supervisor may require additional protection when necessary.
- g) Contact lenses are not a substitute for proper eye protection.

116 HEAD PROTECTION

- a) Hard hats shall be worn in all work areas where potential for being struck by falling objects or by objects being moved by overhead cranes or hoists exists.
- b) Safety head gear or head band assemblies shall not be altered in any manner without approval.
- c) Hard hats with welding hoods shall be worn when welding.

117 HAND TOOLS, MATERIAL AND EQUIPMENT

- a) All tools shall be of an approved type and maintained in good condition.
- b) Defective tools shall be tagged to prevent their use, or they shall be discarded in accordance with proper recycling procedures.
- c) Employees shall always use the proper tool for the job to be performed. Makeshift and substitute tools shall not be used.
- d) Hammers with metal handles, screwdrivers and knives with metal continuing through the handle and metallic measuring tapes shall not be used on or near energized electrical circuits or equipment.
- e) Tools, equipment and materials shall not be thrown from place to place or from person to person. Tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or belts, or firmly attached to hand lines.
- f) Tools, equipment and materials shall never be placed unsecured on top of elevated locations (i.e. stepladders, platforms, etc.).
- g) As impact tools such as chisels, punches, drift pins, ram, etc. become mushroomed or cracked, they shall be dressed, repaired or replaced before further use.
- h) Chisels, drills, punches, ground rods and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.
- i) Shims shall not be used to make a wrench fit.
- j) Pipe shall not be used to extend a wrench handle for added leverage unless the wrench was designed for such use.
- k) Tools with exposed sharp edges shall be stored and handled so

that they will not cause injury or damage. They shall not be carried in pockets.

- l) Wooden handles that are loose, cracked or splintered shall be replaced. The handle shall not be taped or lashed with wire.
- m) All cutting tools such as saws, wood chisels, draw-knives, or axes, shall be kept in suitable guards or in special compartments.
- n) Tools shall not be left lying around where they may cause a person to trip or stumble.
- o) When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present, or the danger area shall be barricaded or guarded.
- p) The insulation on hand tools shall not be depended upon to protect users from shock. Proper insulated gloves shall be worn while working near and around energized equipment.
- q) Each employee shall assure that all tools, equipment and material to be used ~~is~~ are in safe condition.

118 PORTABLE ELECTRIC TOOLS/LIGHTING

- a) The non-current carrying metal parts of portable electric tools such as drills, saws and grinders shall be effectively grounded when connected to a power source unless:
 - 1) The tool is an approved double-insulated type, or
 - 2) The tool is connected to the power supply by means of an isolating transformer or other isolated power supply, such as a 24 volt DC system.
- b) Employees shall examine powered tools prior to use to insure general serviceability and the presence of all safety devices.
- c) Powered tools shall be used only within their capability and shall be operated in accordance with the instructions of the manufacturer.
- d) All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made.
- e) Electrical tools shall not be used where there is a hazard of flammable vapors, gases, or dusts.
- f) Portable electric lighting and tools used in wet locations shall be operated at 12 volts or less. However, 120 volt circuits may be used if protected by a ground-fault circuit interrupter.
- g) Working spaces, walkways and similar spaces must be kept clear of electrical cords so as not to create a hazard.
- h) Where possible, cable passing through work areas shall be covered or elevated.

- l) Maintain portable extension cords in a safe operating condition at all times. The lamp sockets shall be adequately insulated and equipped with suitable guards. If metal guards are used, they must be grounded.

119 PNEUMATIC TOOLS/COMPRESSED AIR

- a) Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.
- b) Compressed air shall be used for cleaning purposes only when reduced below 30 p.s.i. and only with effective chip guarding, personal protective equipment, and controls to contain fugitive dust emission. Minimum eye protection to be worn when using compressed air for cleaning is monogoggles.
- c) Compressed air shall not be used to blow dust or dirt from clothing.
- d) The manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings shall not be exceeded.
- e) The use of hoses for hoisting or lowering tools shall not be permitted.
- f) Before making adjustments or changing air tools, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection. **This does not apply to quick disconnect tools.**

120 EVACUATION OF BUILDINGS

- a) Upon hearing the evacuation alarm, all employees, visitors and guests shall evacuate the building according to local evacuation procedures. Equipment shall remain untouched unless previous emergency shut-down procedures have been implemented.
- b) Personnel shall assemble in pre-designated areas. This can be ascertained by a head count or a simple assurance that all have been evacuated, such as a final check of the area(s).
- c) Return to work only after proper clearance is given.

122 SAFE SUPPORTS AND SCAFFOLDS

- a) No employee, or any material or equipment, shall be supported or permitted to be supported on any portion of a scaffold, structure, crane or derrick, etc., without it first being determined that such support is adequately strong and properly secured in place. A scaffold should be assembled completely, to include complete working elevation, handrail, midrail, toeboard, and ladder access.
- b) Employees shall not use a scaffold over 6 feet in height unless there is present a standard guardrail, with toprail, midrail, and

toeboard, or other fall protection, such as a safety harness, to provide adequate employee protection.

- c) Scaffold planks shall extend over their end supports by not less than 6 inches (unless cleated) nor more than 12 inches.
- d) Scaffolds shall not be moved without first removing all loose tools, materials and equipment resting on the scaffold deck.
- e) All scaffolds shall rest on a suitable footing and shall stand level. Movable scaffolds shall have the casters or wheels locked to prevent movement.

123 LADDERS - GENERAL

- a) Care must be used to properly place the ladder:
 - 1) Place the ladder so work may be done with minimal reaching. Move the ladder as the work requires.
 - 2) Select a spot as level and as free from obstructions as possible for the ladder feet.
 - 3) Place solid board or plank under the feet when it is being set up on soft or unsuitable footing, to prevent sinking or shifting to either side.
 - 4) Never place a ladder in front of a door unless the door is securely locked or guarded.
 - 5) Before raising a ladder, secure any additional help which is necessary to do it safely.
 - 6) Before raising a ladder, be sure that the foot of the ladder is held or braced against an object so it will not slip while the ladder is being raised.
 - 7) Exercise maximum care when raising a ladder in proximity to energized or moving equipment.
 - 8) Erect straight ladders so that the base is $\frac{1}{4}$ of the ladder's length from the surface of the object upon which it is rested. Example: The base of an extension ladder which is extended to 28 feet, must be placed a distance of 28 divided by 4, or 7 feet horizontally from the object against which the ladder rests.
 - 9) Be certain that the ladder is securely tied or held in place by a co-worker, or otherwise anchored, before work is performed from it. When the top or base of a ladder does not rest firmly, securely tie both the top and base.
 - 10) When an extension ladder is used to ascend to a scaffold or equipment, be certain that the upper section or portion of the ladder extends 3 feet above the scaffold or equipment.
 - 11) When step ladders are in the open position, check to determine that the spreaders are completely locked to hold the ladder in full open position.

b) Climbing and Descending Ladders

- 1) Before starting to climb a ladder, test the ladder to make certain that it rests firmly and is not likely to slip. Use care in climbing and descending and observe the following:
 - Only one person shall climb or descend a ladder at one time.
 - Always face ladder while climbing or descending.
 - Clean mud or grease from shoes before climbing.
 - Use both hands for climbing. Use one hand to clasp the ladder while the other is moving.
 - If tools cannot be carried up or down so that both hands are free, raise or lower tools with a hand line and bucket.

c) Working from a ladder

- 1) Work carefully when on a ladder and observe the following precautions:
 - Do not climb higher than the third rung from the top of extension ladder and not higher than the second tread from the top of step ladders.
 - No more than one employee should work at the same time from a ladder (with the exception of a step ladder approved for a two-person use).
 - Do not allow yourself or the ladder to be pulled out of line or unbalanced.
 - Do not move ladder out of a safe working position when pushing or pulling on tools or equipment.
 - Always work facing the ladder, or as nearly so as is possible.
 - Place tools so they cannot fall when they are not being used.

d) Wooden ladders shall not be painted so as to obscure a defect in the wood; only a clear, non-conductive finish shall be used.

e) Ladders shall be inspected before each use to detect any of the following conditions or defects which might make them unsafe:

- 1) Loose steps or rungs.
- 2) Loss of stiffness, loose screws, bolts, or other metal parts.
- 3) Cracked, split, bent or broken rails or uprights, and braces.
- 4) Damaged or excessively worn safety feet.

f) Portable metal ladders shall not be used in the vicinity of energized

electrical circuits.

Exception: Fiberglass ladders with metal rungs are acceptable.

- g) Only NOAA-owned ladders shall be used by employees.

124 STEP LADDERS

- a) The top step shall not be used, except for platform ladders.
- b) Step ladder legs shall be fully spread and the spreading bars locked in place.

125 STRAIGHT LADDERS

- a) A ladder must be long enough to permit working when standing on the 3rd rung from the top of the ladder. In selecting an extension ladder, the usable length of a ladder is 3 to 10 feet less than the overall length of its sections because of the necessity for overlapping the sections and maintaining the proper angle for stability. Short ladders shall not be spliced together to make a long ladder.
- b) Portable straight ladders shall only be used with a non-skid base.
- c) When dismounting from a ladder at an elevated position (as at a roof) the employee shall insure that the ladder side rails extend at least 3 feet above the dismount position, or that grab bars are present.
- d) Employees shall belt off to a ladder which is secured whenever both hands must be used for the job or there exists a possibility of the employee falling from an elevated position.
- e) A ladder shall not be placed against an unsafe support.

126 MATERIAL HANDLING

The right way to lift is also the easiest way. Take a firm grip; secure good footing; place the feet a comfortable distance apart; keep the back straight; and lift with the leg muscles.

- a) An employee shall obtain assistance when lifting heavy objects or power equipment shall be used.
- b) When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a prearranged signal for releasing the load.
- c) When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried.
- d) Material or tools shall not be carried on the shoulder around energized equipment; long material including lumber shall be carried in a horizontal position.

- e) Particular attention shall be given to the handling of heavy weights, selection and adjustment of slings and the type of hitches used. The person in charge should be familiar with safe loads for ropes, chains, cables and other lifting equipment. When moving heavy objects on inclines, employees shall always have "follow-up" blocks in place that will prevent losing control of the objects being moved.

127 COMPRESSED GASES

- a) Care shall be exercised in handling all compressed gas cylinders. They shall not be dropped, jarred or exposed to temperature extremes greater than 120°F.
- b) Cylinders shall have the valve cap or valve protection device in place at all times, except when in actual use.
- c) Cylinders shall not be rolled and shall not be lifted by the valve or valve cap; a suitable cradle or other device shall be used. Cylinders shall always be stored, used, and transported in an upright position.
- d) Cylinders shall have their contents properly identified.
- e) Compressed gas cylinders, whether full or empty, shall be stored in an upright position and chained or otherwise secured so they cannot fall or be upset.
- f) Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease) a minimum distance of 20 feet or by a 5 foot high non-combustible barrier.
- g) Flammable and fuel gas cylinders shall not be stored inside any operating building or warehouse unless properly protected. Separate storage buildings or sheltered storage areas shall be used.
- h) Employees shall neither force connections which do not fit nor shall they tamper with the safety relief devices of cylinder valves.
- i) Before the regulator is removed from a cylinder, the valve shall be closed and all pressure released from the regulator.
- j) A leaking cylinder shall not be used. Such cylinders shall be taken outdoors away from sources of ignition. Notify your supervisor if you detect a leaking cylinder.
- k) A flame shall never be used to detect gas leaks; use a liquid soap solution instead.
- l) The recessed top of cylinders shall not be used as a place for tools.
- m) No attempt shall be made to mix gases in a cylinder or to transfer gas from one cylinder to another.
- n) Empty gas cylinders should be marked MT or stored in a marked area away from full cylinders. Note: MT is the standard abbreviation for empty.

- o) Oxygen or combustible gas should never be used as substitute for compressed air or another gas.
- p) Cylinders not having fixed hand wheels should have keys, handles, or non-adjustable wrenches on valve stems while the cylinders are in service.
- q) When cylinders are transported by motor vehicle, protective caps must be in place, and always in an upright position.
- r) A sign "Danger - No Smoking, Matches or Open Lights" or equivalent wording shall be conspicuously posted in rooms or at entrances to areas where fuel gas is used or stored.
- s) Oil, grease or similar materials shall not be allowed to come in contact with any valve, fitting, regulator or gauge of oxygen cylinders.
- t) Acetylene cylinders shall be properly secured and always used, transported or stored in a vertical position. Cylinders shall be protected from sparks, flames, and contact with energized electrical equipment.
- u) Acetylene should not be utilized at a pressure in excess of 15 pounds per square inch gauge (PSIG) pressure. Each acetylene pressure gauge should be "Red Lined" at 15 PSIG.

128 GAS WELDING AND CUTTING

- a) Welding and cutting shall be performed only by properly trained and qualified persons and in accordance with the Cutting, Welding and Hot Work Procedure.
- b) When welding or cutting in elevated positions, precautions shall be taken to prevent sparks or hot metal from falling onto people or flammable material below.
- c) Suitable fire extinguishing equipment shall be immediately available at all locations where welding and cutting equipment is used.
- d) Matches or hot work shall not be used to light a torch; a friction lighter shall be used.
- e) A fire watch shall be maintained wherever welding or cutting is performed in locations where combustible materials present a fire hazard. A fire check shall be made of the area one half hour after completion of welding.
- f) When welding in areas where combustible materials such as coal, paper clippings or wood shavings are present, the floor shall be swept clean to minimize the possibility of combustion. Combustible floors shall be protected by being kept wet or by using a flame retardant drop cloth.
- g) Approved back flow check valves shall be used on both acetylene and oxygen lines.

- h) Welding hose shall not be repaired with tape but must be replaced if damaged.
- i) No welding, cutting or other hot work shall be performed on drums, barrels, tanks or other containers until they have been thoroughly cleaned, making absolutely certain that there are not flammable materials present or any substances such as greases, tars, acids, or other materials which, when subjected to heat, might produce flammable or toxic vapors. Any pipe lines or connections to the drum or vessel shall be disconnected or blanked.
- j) In dusty or gaseous spaces where there is a possibility of an explosion, welding or cutting equipment shall not be used until the space is adequately tested and ventilated.
- k) Adequate ventilation or approved respiratory equipment shall be used while welding in shop areas, confined spaces or while brazing, cutting or welding zinc, brass, bronze, stainless steel, or galvanized or lead coated material.
- l) When gas cylinders are not in use, valves must be closed and pressure bled from hoses.

129 ELECTRIC WELDING AND CUTTING

- a) Electrical welding equipment shall only be operated by authorized persons who are properly trained and qualified and in accordance with the Cutting, Welding and Hot Work Procedure.
- b) Electric welding machines shall be properly grounded prior to use.
- c) Adequate and appropriate fire extinguishing equipment shall be readily available in the work area.
- d) Rules and instructions supplied by the manufacturer or affixed to the machine shall be followed.
- e) To protect his/her eyes, face and body during electrical welding and cutting, the operator shall wear safety glasses with an approved helmet, proper protective gloves and clothing. Helpers or attendants shall wear proper flash protection. Other employees shall not observe electric welding operations unless they use approved eye protection.
- f) Proper eye protection shall be worn to guard against flying particles when the helmet is raised.
- g) Welding screens shall be used whenever other persons could be exposed to the arc of the welding operation. Welders shall not strike an arc with an electrode whenever there are persons nearby who might be affected by the arc.
- h) When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contact with employees or conducting objects.
- i) When the welder must leave his/her work or stop work for any

appreciable length of time, or when the welding machine is to be moved, the power supply switch to the equipment shall be turned off.

- j) Welding cables shall be treated with care and protected from damage. No more than one splice will be allowed on any one welding cable.
- k) When welding in areas where combustible materials such as coal, paper clippings or wood shavings are present, the floor shall be swept clean to minimize the possibility of combustion. Combustible floors shall be kept wet or protected by using drop cloths. Where floors have been wet down, personnel operating arc-welding or cutting equipment shall be protected from possible shock.

130 CHEMICALS AND SOLVENTS

- a) Only chemicals and solvents with an approved Material Safety Data Sheet (MSDS) shall be used. Refer to MSDS and/or label for proper precautions.
- b) Employees shall familiarize themselves with the location and operation of emergency showers and eyewash stations in the work area.
- c) Safeguards shall be taken in the storage of hazardous chemicals to prevent injury or property damage.
- d) Storage areas and containers for hazardous chemicals shall be identified with appropriate signs and/or hazards.
- e) Empty chemical containers shall be disposed of in accordance with NOAA Hazardous Waste Management Procedures.
- f) Empty chemical containers shall not be used as waste cans or for any other purpose other than originally intended.
- g) Chemical pumps and lines shall be flushed internally where possible and washed externally with water before repacking or performing maintenance work on them. If pumps and lines cannot be flushed, wear personal protective equipment suitable to the hazard and take precautions to contain residual chemicals.
- h) When work is being performed on equipment or piping containing acids, caustics or other corrosives, chemical goggles, face shield and full body protection shall be worn.
- i) Areas where chemical cleaning is being done shall be barricaded and appropriate signs displayed. Prior to chemical cleaning, written safety procedures shall be established and adhered to during the process.
- j) Acids, in any quantity, shall be kept in an approved carboy or other container, prominently labeled. These containers shall not be used for any other purpose. Spill containment devices shall be used wherever possible.

- k) Acids shall not be stored near heaters, steam pipes or other sources of heat.
- l) Acid containers shall be securely stoppered or covered.
- m) Acids kept on shelves shall not be stored higher than waist level.
- n) If acids or caustics are spilled, refer to spill procedure.
- o) Employees handling acids, caustics (or other corrosives), or toxic chemicals shall wear approved gloves, aprons, eye and face protection, and shall take precautions to prevent personal injury.
- p) Should any acid, caustic or other chemical come in contact with the eyes, the eyes shall be thoroughly washed with large amounts of running water and a physician is to be consulted as soon as possible. DO NOT RUB THE EYES.
- q) Employees shall not handle acids or caustics unless there is access to an adequate supply of water for quick drenching and flushing of the eyes and body.
- r) Before adding acid to a tank, the acid storage tank shall be gauged to see if there is adequate space inside the tank to contain the acid being added without overflowing.
- s) When mixing acid or caustic with water, the acid or caustic shall be poured into the water, not the water into the acid or caustic.
- t) Open flames and smoking are prohibited when working with or near acid in metal containers.
- u) When handling acids, caustics, toxic chemicals or other corrosives, full length shirt sleeves shall be rolled down and approved gloves, aprons, and eye and face protection shall be worn.
- v) Spark proof tools shall always be used where there is a danger of accumulated hydrogen.

131 VISITORS

- a) To assure the safety of all our guests all visitors shall be accompanied by an employee in all NOAA Buildings, Ships or Airplanes at all times during their visit.

132 TEMPORARY BARRICADING

- a) Prior to creating any temporary floor openings by the removal of grating, hand railing, manhole covers, deck plate, etc., proper barricading shall be installed. No opening shall be made until actual work is to be performed and in accordance with the local procedure.
- b) When the work is completed, or the end of the shift (whichever comes first), the item removed shall be immediately replaced and the area made safe. If the work situation does not allow immediate replacement, the area shall be barricaded with a permanent type barrier not easily removed. (Example: Welded or bolted steel

structure, steel cables secured with cable clamps, etc.)

- c) All barricaded areas shall be identified with "Caution" or "Danger" signs on all sides of the hazard. These signs shall inform persons of the particular hazard involved and the nature and location of the hazard (ie, danger overhead, open trench, floor opening, chemical spill, asbestos removal, high voltage, etc.).
- d) The placement of signs shall be the responsibility of the supervisor or person in charge of the work. This same supervisor or person in charge shall be responsible to assure that these signs are removed when they are no longer required and the area is safely back to normal.

133 TEMPORARY ELECTRICAL FEEDS

- a) An identification tag shall be attached, in plain view, to the temporary power cable at the source. The tag shall identify the voltage and the equipment to which power is being supplied.
- b) An identification tag is to be attached, in plain view, to the temporary power cable at the equipment being supplied power. The tag shall identify the source of power, voltage and location of the power source.
- c) All temporary electrical feeds shall be installed so as not to cause any hazards to employees or the general public.

135 AERIAL LIFT DEVICES (INCLUDES ELEVATED PLATFORM AND SCISSORS TRUCKS)

- a) Only authorized, properly trained, and qualified persons shall operate this equipment.
- b) Operators will abide by all manufacturers' instructions.
- c) Never exceed load limitations of any machine and never use the boom for any purpose other than lifting and positioning personnel and their equipment.
- d) Aerial lift devices will not be altered in any way without written authorization from the manufacturer.
- e) Employees shall be belted off to the designated point in the basket unless another anchorage point is recommended by the manufacturer. Belting off to objects outside the aerial device such as adjacent structures or buildings is prohibited.
- f) The machine must be positioned on firm, level ground and outriggers set (when provided) before elevating.
- g) When riding in or working from the basket, the occupant's feet must be firmly positioned on the floor. Employees are prohibited from leaving the basket while elevated.
- h) Elevated work platforms (JLG, Genie-Boom, etc.) may be

repositioned with the device elevated. Travel must be done in the retracted position.

- l) All vertical and horizontal (rotating) clearances must be checked before operation.

136 BATTERIES

- a) When testing or performing maintenance on storage batteries, the following protection shall be used:
 - 1) Chemical goggles and full face shield.
 - 2) Full rubberized or plastic apron, sleeves, and gloves.
- b) Smoking and/or open flames is prohibited around batteries or in the battery room.
- c) When making up electrolyte for storage batteries, employees shall always pour acid into the water since the reverse may cause an explosion. Wear proper personal protection.

Section 2 INDUSTRIAL HYGIENE

NOAA is committed to providing a work environment that minimizes health risks to its employees. Towards this goal, plans, programs, procedures, and rules are established to comply with OSHA Health Standards and control employee exposures to hazardous substances and agents.

The following sections are some basic work rules pertaining to the most significant health hazards affecting NOAA employees. These rules are applicable to all NOAA facilities and activities. More detailed and complete requirements are contained in pending NOAA Safety and Health Procedures.

201 ASBESTOS

Nearly all asbestos-containing material has been removed from NOAA facilities. In most cases, asbestos abatement is contracted out. When NOAA employees are involved in asbestos abatement, the following requirements are applicable.

- a) All persons removing or handling asbestos, supervising this work, designing this work, inspecting buildings, or developing management plans shall be trained and certified in their respective duties.
- b) All asbestos work shall be coordinated through the local safety and health specialist or Regional Safety Manager.
- c) All suspect asbestos-containing material shall be treated as asbestos unless known to be asbestos-free by microscopic analysis or from the manufacturer's product information.
- d) Except for small-scale, short-duration jobs, all asbestos work involving friable material shall be performed inside negative-pressure enclosures with HEPA-filtered exhaust ventilation.
- e) Posted asbestos regulated areas shall be established around all asbestos work.
- f) Eating, drinking, or use of tobacco is prohibited in all asbestos regulated areas.
- g) All persons performing asbestos work shall be provided training and medical surveillance annually.
- h) All persons performing asbestos work shall wear approved respirators and protective clothing.
- i) Persons performing asbestos work shall be monitored to determine exposures.
- j) All friable asbestos materials shall be thoroughly wet during removal. HEPA-filtered vacuum cleaners and wet methods shall be used. Dry grinding of gaskets or the use of compressed air is prohibited.
- k) All asbestos waste, including disposable clothing and supplies, shall be adequately wet, properly packaged, and disposed in EPA-approved landfills.

- l) Specific requirements for testing, removing, handling, and disposing asbestos-containing materials are found in the pending NOAA Safety & Health Procedure for Asbestos Control.

202 CONFINED SPACE

- a) All confined spaces including all permit required confined spaces shall be identified with a permanent marker.
- b) All confined spaces, such as manholes, electrical vaults, tanks, vessels, dead air spaces, etc., shall be listed in the pending NOAA Safety & Health Procedure for Confined Spaces Entry. Entry procedures noted shall be followed explicitly.
- c) A permit shall be issued and rules stated thereon followed by any person entering a designated PRCS (Permit Required Confined Space)
- d) Air monitoring shall be performed continuously while work is being performed.
- e) While the confined space is still considered regulated, a person shall be posted at all times outside of the entrance to assure that only trained employees who are equipped with the proper personal protective equipment may enter.
- f) PRCS's may be de-regulated only when continuous make-up air is provided, any hazardous chemical eliminated and no hazardous materials generated by the work.

203 GASES, VAPORS, DUSTS, MISTS, AND FUMES

- a) Persons may be exposed to various airborne toxic materials in the normal course of their work. Examples may include welding or molten metal fumes, carbon monoxide, organic solvents, cleaners, lead, mineral wool, fiberglass, etc.
- b) All exposures shall be controlled below OSHA Permissible Exposure Limits through the use of engineering controls, work practices, and personal protection. Supervisors and employees shall ensure exposures are controlled, with assistance from Safety & Health, as needed.
- c) Persons using products or performing jobs where these airborne contaminants may be present shall be aware of the hazards and trained in methods for controlling exposure. MSDS's and other safety information shall be available.
- d) Where a specific OSHA standard exists for any particular material, the supervisor shall ensure compliance with that standard, with assistance from Safety & Health, as needed.
- e) Specific requirements for controlling exposures to other toxic and hazardous substances are found in the NOAA Safety and Health Procedure for Toxic and Hazardous Substances.

204 NOISE

- a) All areas where noise levels reach 85 dBA shall be posted with signs requiring hearing protection. All persons working in these areas shall wear approved hearing protectors. This includes shipboard and airplane operations
- b) Persons working with machinery, portable tools, vehicles, or other equipment that have been confirmed to produce noise levels at or above 85 dBA shall wear hearing protection.
- c) Persons working in areas or with machinery, tools, vehicles, or equipment where noise levels reach 85 dBA shall be provided annual audiometric tests and training.
- d) Specific requirements for working in high noise areas are found in the pending NOAA Safety & Health Procedure for Hearing Conservation.

205 RESPIRATORY PROTECTION

- a) All persons who wear respirators shall be medically qualified, trained, and fit tested (negative pressure devices only) on an annual basis. This applies to the use of respirators for asbestos, or any other contaminant.
- b) All persons wearing negative pressure respirators shall be clean shaven in the area of the seal.
- c) All respirators shall be approved by the National Institute for Occupational Safety and Health and the Mine Safety and Health Administration (NIOSH/MSHA). Only those respirators approved for use by the Safety & Occupational Health Department shall be used. Respirators shall be used strictly according to the manufacturer's instructions. Respirators shall not be altered in any way or used with any non-approved parts.
- d) All persons wearing a negative pressure respirator shall perform negative and positive pressure fit checks prior to each use.
- e) The supervisor or person in charge, after consultation with the local safety engineer or Regional Safety Manager, shall select the proper respirator, including filters and cartridges, based on known or expected airborne concentrations of specific hazardous materials that may be present.
- f) Each person shall inspect his/her respirator before and after each use. Defective respirators shall be taken out of service immediately.
- g) Each person shall clean, sanitize, and properly store his/her respirator after each day's use according to manufacturer's instructions.
- h) Specific requirements for respiratory protection are found in the pending NOAA Safety Procedure for Respiratory Protection .

Section 3 CONTROL OF HAZARDOUS ENERGY (Lock Out, Tag Out)

301 CONTROL OF ENERGY SOURCES (SCOPE)

- a) All machines and equipment in which the unexpected energizing or start up of the machines or equipment, or release of stored energy could cause injury to employees, shall be de-energized, isolated and locked-out in accordance with approved lockout procedures prior to servicing and/or maintenance.
- b) Employees authorized to lock out machines and equipment shall be trained to recognize hazardous energy sources and the methods and means necessary for energy isolation and control.
- c) Each employee who is servicing or maintaining machines or equipment shall apply his or her own lock. Locks applied to machines and equipment shall be removed only by the employee who applied them. Locks shall indicate the identity of the employee who applied them.
- d) Employees who apply lockout devices shall also attach tags that indicate their identity and the date and time of application.
- e) Employees shall not attempt to operate a machine or equipment that has been locked out.

Section 4 VEHICLE OPERATIONS

401 VEHICULAR SAFETY GENERAL RULES

- a) Only those employees specifically authorized and who possess a valid license or permit for the equipment being used shall operate federally-owned motor vehicles or personally owned vehicles while on NOAA business.
- b) Employees shall familiarize themselves with and obey all Federal, State and Local Motor Vehicle Laws.
- c) Traffic, road, and weather conditions shall be considered in determining the safe speed, within the legal limit, for operating a vehicle.
- d) A driver shall not permit unauthorized persons to drive, operate or ride in or on a government vehicle.
- e) Seat belts shall be worn by all occupants of government vehicles.
- f) Employees shall not permit anyone to ride on the running boards, fenders or any part of the vehicle except inside the passenger compartment. Passengers shall not stand in moving vehicles. A vehicle may only transport the number of passengers who can be accommodate with seating and seat belts.
- g) Employees shall not jump on or off vehicles in motion.

- h) Only trained and authorized employees will operate powered industrial equipment such as, but not limited to, forklifts, truck cranes, overhead cranes or powered elevated work platforms.
- j) Do not let your attention wander, either through constant conversation, use of cell phone or sightseeing while operating vehicles. Drivers must use caution and common sense under all conditions.
- k) Operators and passengers are not permitted to smoke or eat in government vehicles. Cell phone use is permitted while car is parked.

402 INSPECTION OF EQUIPMENT

- a) The driver shall determine that brakes are in a safe operating condition before operating vehicles. If brakes are not working properly, they must be corrected before the vehicle is used.
- b) The driver shall inspect windshield wipers frequently and see that they are in good operating condition and that the windows and windshield give sufficient visibility for safe operation of the vehicle.
- c) All lights and reflectors of vehicles shall be inspected by the driver and if found defective, they shall be repaired as soon as possible.
- d) The driver shall report any defects which may have developed during the day. If the brakes are not working properly, they shall be adjusted or repaired before the vehicle is put in operation. Other items which affect safety shall be repaired prior to continued vehicle operation.

403 EXHAUST GAS

- a) Drivers shall not operate the engine in any garage or other enclosed building except when driving in or out, and then the motor shall be operated as little as practicable.
- b) Engines shall not be warmed up inside a garage nor shall the driver test engine operation in a garage unless the exhaust gas is carried directly to outside, or doors and windows are open so that adequate ventilation exists.

404 OPERATION

- a) Courteous operation is expected by all federal government drivers. Vehicles shall be operated in a safe manner and shall yield the right of way to pedestrians and other vehicles when failure to do so might endanger any person or another vehicle.
- b) Drivers shall exercise added caution when driving through residential and school zones.
- c) When entering or leaving any building, enclosure, alley or street where vision is obstructed, a complete stop shall be made and the driver shall proceed with caution.

- f) All ignition systems shall be turned off and no smoking permitted while refueling.
- g) When proceeding downgrade the clutch shall not be disengaged. Trucks, particularly if heavily loaded, shall be in a lower gear on steep grades.
- h) At no time shall any employee make or cause to make any vehicle safety alarm or device inoperative. Defective alarms or devices shall be promptly reported and repaired as soon as possible.
- i) Thoroughly familiarize yourself with the control of a vehicle/equipment before attempting to operate it.

405 PARKING

- a) When vehicles must be parked on the roadway, they shall be parked on the right hand side facing in the direction of traffic flow, whenever possible.
- b) When parking on a roadway, vehicles shall park off the traveled road surface, whenever possible. When vehicles must park closer than 10 feet to the traveled road surface, warning lights shall be used.
- c) Trucks or equipment stopped on any public roadway shall be protected by proper warning lights, reflectors or red flags in accordance with State or Local requirements.

406 BACKING

- a) Whenever possible, the vehicle shall be positioned to avoid the necessity of backing later.
- b) Extreme caution shall be exercised when backing a vehicle, to avoid injury to persons and to prevent property damage. If another employee is present, he/she shall be stationed at the rear and side of the vehicle to assist the driver in backing the vehicle safely.

407 POWERED INDUSTRIAL TRUCKS

- a) Industrial trucks shall be operated only by authorized persons who are qualified and trained in their use.
- b) Brakes and all controls shall be tested prior to use. Deficiencies shall be noted in writing and equipment shall not be used until repaired. Operator MUST assure that equipment is operating to safe criteria before use.
- c) Equipment shall always be operated at a safe speed for conditions.
- d) Before moving equipment, operators shall make sure that no person or objects are in the path of the vehicle. Clearances in all directions shall always be checked, particularly overhead clearances.

- e) Industrial trucks shall not be fueled with the engine running.
- f) When picking up a load, forks shall be set squarely and as far as possible under the load. Loads should not be raised or lowered while traveling. Loaded or empty, forks should be carried as low as possible, but high enough to clear uneven surfaces.
- g) Loads shall not be suspended or swung over other persons. No one should be allowed to stand or walk under elevated forks.
- h) The operator shall always face in the direction of travel.
- i) On inclines, all types of loaded lift trucks shall be driven with the load on the upgrade side of the driver whether ascending or descending.
- j) Sudden stops which might spill the load shall be avoided.
- k) All loads shall be securely fastened or safely positioned to prevent tipping or falling.
- l) Only attachments provided by or approved by the manufacturer may be used. Such attachments shall be properly secured. Improvised methods shall not be used.
- m) No one shall be allowed to ride the truck, fork lift or other equipment other than the operator, except when seats are provided for this purpose.
- n) When an industrial truck is left unattended, the load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, brakes set and keys removed from ignition. Wheels shall be chocked when the truck is parked on an incline.
- o) Equipment with internal combustion engines shall not be operated in enclosed areas for prolonged periods so as not to exceed allowable levels of carbon monoxide.
- p) When loading or unloading trucks or railroad cars, properly secured approved dockboards shall be used. Wheels of the truck or railroad car shall be blocked.
- q) Seatbelts shall be worn when operating all fork lift trucks equipped with canopy or rollover protection.

408 CRANES and HOISTING EQUIPMENT

- a) Only authorized persons shall be permitted in the cab or on the equipment. Only designated persons who are trained and qualified shall operate hoisting equipment.
- b) No persons shall be permitted to ride the hook, sling or load of any hoisting equipment.
- c) Rated load capacities shall be posted as specified by the manufacturer and shall not be exceeded under any circumstances.
- d) Operating and maintenance procedures as specified by the manufacturer shall be followed.

- e) Following are minimum checks which shall be made daily prior to use:
 - 1) All control mechanisms for maladjustment interfering with proper operation.
 - 2) All safety devices for malfunction.
 - 3) Deterioration or leakage in air or hydraulic systems.
 - 4) Hooks, slings and load attachment devices.
 - 5) Fire extinguisher available.
- f) For the first lift of each day, the load shall be test-lifted and the brakes checked (load lifted several inches and then tested).
- g) With every load, slings and bindings shall be checked and shall be readjusted as necessary to insure safety and stability.
- h) All slings and other fittings shall be of sufficient strength, proper type and safe for their intended use.
- i) Signals to the equipment operator shall be given by one person designated to perform this task. The operator shall, however, obey a "Stop" signal given by anyone.
- j) No employee shall be permitted under a suspended load or inside the angle of a winch line. No employee shall stand or work near a cable, chain or rope under tension unless the nature of his work requires it.
- k) Winch lines, ropes, or wire cables shall not be guided by hand when standing within reach of the drum or sleeve.
- l) Wire-rope loops shall be made by proper splicing or mechanical clamping of the tail section. Wire rope clips shall not be used to form eyes in wire rope bridles or to make slings. Knots shall not be used in wire ropes for any purpose.
- m) Only "J" clamps are to be used with wire rope cable.
- n) Operators shall not leave their position at the controls of cranes, hoists, or other lifting devices while the load is suspended.
- o) Limit switches on cranes shall be tested regularly but should not be relied upon to stop the motor. Action of the crane shall be controlled by the operator at all times.
- p) Cranes shall not be used to make a side pull.
- q) Carrying loads over workers shall be avoided. Use A bell or siren to warn persons of approaching load.
- r) Keep from between the object or obstruction and load being handled to avoid being caught if the load swings.
- s) Keep body parts clear of load—Use tag lines to control the load when necessary.

- t) When lifts are made with overhead cranes, the signal person must stay with the load when it travels.
- u) An illustration of hand signals shall be posted in crane cabs unless electronic means of communications are used. The operator(s) shall move the hoisting apparatus only on correct signals from one (1) worker. No response shall be made unless signals are clearly understood.

Section 5

OFFICE SAFETY

501 OFFICE SAFETY AND GENERAL SAFETY RULES

- a) Employees shall report all injuries, regardless of severity, to their immediate supervisor or person in charge.
- b) Employees shall walk cautiously up and down stairs; the handrail shall be used whenever possible.
- c) Caution shall be exercised when walking around blind corners.
- d) Drawers of desks and file cabinets shall be kept closed when not in use. Care shall be used not to overload drawers.
- e) Only one drawer of a file cabinet shall be pulled out at a time in order to avoid over-balancing, unless the cabinet is securely fastened to the wall or to other cabinets.
- f) Do not sit on the edge of a chair. Do not tilt back when sitting in a straight chair.
- g) Boxes, chairs, etc., shall not be used in place of ladders.
- h) The floor shall be kept free of tripping hazards such as telephone cords, electric extension cords, and paper cartons.
- i) Material shall be stored on shelves in a manner to prevent falling; heavy objects shall be placed on lower shelves.
- j) Employee supplied ventilation fans are limited to fans with small mesh guards.
- k) Solvents and other volatile or toxic substances shall be used only with adequate personal protection or in well-ventilated areas.
- l) Employees shall not attempt to clean, oil, or adjust any machine that is running. If the machine is not equipped with a starting switch that can be locked in the "off" position, it shall be disconnected from its power source.
- m) Do not run electrical cords under office furniture or equipment or use unsafe electrical cords. Faulty electrical or other equipment or any other hazardous condition shall be reported. Electrical heaters shall not exceed 1000 watts and are limited to ceramic cores with fans. Cords must not be 'daisy chained.'

NOTE: Do not overload electrical circuits.

- n) Safety shall be considered in choosing work apparel. It should be remembered that certain types of footwear, such as shoes with extremely high and narrow heels or with metal heel plates are responsible for many slips and falls.
- o) Broken glass and other sharp objects shall not be placed in waste paper containers as this may injure maintenance workers.

Section 6 COMPLIANCE

601 FAILURE TO COMPLY

- a) Failure to comply with these regulations is evidence of lack of training, or lack of understanding of a key part of every person's job in NOAA.
- b) When any employee is unable to comply with the rules provided in this Manual, his/her supervisor must consult with his/her division head to determine a safe, workable procedure. Each situation shall be resolved separately. The division head will consult the local Safety and Health Manager or Regional Safety Manager when the situation warrants.
- c) Site safety committees shall be consulted in the event a safe alternative is not reached.

This manual was given to _____ located at _____.
(Sign or Print Name) (Indicate which location)

Date_____.